

COMOMAGINST 1770.1G
N1
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COMOMAG INSTRUCTION 1770.1G

Subj: POLICY CONCERNING PERSONNEL DEATH OR SERIOUS INJURY

Ref: (a) MILPERSMAN Article 4210100
(b) NMPCINST 1770.1

Encl: (1) Procedures for Watchstanders
(2) Procedures for the Duty Yeoman

1. Purpose. To promulgate coordination responsibilities when a personnel casualty occurs. This instruction is a major revision. Symbols to denote deleted, revised, or added paragraphs are not reflected.

2. Cancellation. COMOMAGINST 1770.1F

3. Background

a. Casualty is defined in reference (a) as a person whose services are lost to the Navy due to serious illness, wounds of a serious nature, injury, missing in action, capture or death.

b. Primary Next of Kin (PNOK) is a legal spouse; or if no spouse, the eldest child over the age of majority (including child or children by prior marriage). If no child is over the age of majority, then the father or mother; if none of these, then the eldest sibling, or other blood relative, in that order. Paragraph 3.a. of reference (a) contains additional guidance concerning parents of service members.

c. Secondary Next of Kin (SNOK) (if neither child nor parent is listed) is any relative or friend named on the Record of Emergency Data (NAVPERS 1070/602) or DD Form 93. If, the member does not have a spouse, the eldest adult child is PNOK and all other children are SNOK. It should be noted that not everyone has a SNOK. Brothers and sisters are not listed as SNOK if member is survived by parents unless designated to receive death gratuity, unpaid pay and allowances or Servicemen's Group Life Insurance (SGLI).

d. The Commanding Officer of the individual who suffered the casualty is responsible for reporting the casualty by priority message in accordance with reference (a). If the individual is away from the parent command (TAD or leave) the Naval activity first apprised of the circumstances must notify the member's command and/or contact the Bureau of Military Personnel (BUPERS) who will in turn notify the member's command.

4. Specific Command Responsibilities

a. Watchstanders. Most casualties occur after normal working hours, therefore, all watchstanders must familiarize themselves with the provisions of this directive and with their assigned responsibilities. All watchstanders are required to read the Casualty Assistance Calls Officer (CACO) Binder located on the quarterdeck. Enclosure (1) provides guidance for watchstanders regarding what information must be obtained from the individual reporting the casualty.

b. The Staff Duty Officer (SDO). Upon notification the SDO will immediately notify the Commander and Chief Staff Officer of casualties.

c. The Commander/Chief Staff Officer CMDR/CSO will in the case of death:

(1) Appoint a Casualty Assistance Calls Officer (CACO). Appoint an officer with two years active duty or an E-7 or above as the CACO. The Admin Officer is the primary CACO and the alternate is N31. Guidance and responsibilities of the CACO are contained in reference (b). The CACO will contact the Duty Yeoman. Enclosure (2) outlines the duties and responsibilities of the Duty Yeoman.

(2) Authorize the preparation of the Death Message Report. The death report will be released by the CMDR/CSO. They may verbally authorize the Casualty Assistance Calls Officer (CACO) to do so. The CACO will notify the Duty Yeoman and begin preparation of the message report required for death or serious injury. The correct format for this message is contained in reference (a).

(3) Notify the Casualty Assistance Calls/Funeral Honors (CAC/FHS) Program Local Area Coordinator at Chief of Naval Air Training (CNATRA) Corpus Christi. Pass all information concerning individual(s) involved death/serious injury and name and address of next of kin. Also, pass name and phone numbers (home and work) of Commander, Mobile Mine Assembly Group (COMOMAG) CACO. The CACO Binder located on the quarterdeck lists CACO points of contact in notification priority order.

(4) Notification of Primary Next of Kin. In all cases of casualties to Naval personnel involving death or missing status, the next of kin shall be promptly notified in person by a responsible uniformed Naval representative between the hours of 0600 and 2200.

(a) In the event the member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death, or if any of the member's next of kin are already aware of the casualty; the notification will be made in person, regardless of the hour.

(b) In the event death occurs and the PNOK is in the immediate area of the parent command - the Commander will ensure appropriate notification of PNOK.

(c) If the PNOK is away from member's command - the local area coordinator (CNATRA) will assign the nearest activity to notify the PNOK.

(d) A Letter of Condolence will be sent to the PNOK/SNOK within 48 hours with a copy to BUPERS. Reference (a) contains a sample Letter of Condolence.

d. The CMDR/CSO will submit a Personnel Casualty Report (PCR) (BUPERS Report Control Symbol 1770-4) in the event of personnel seriously injured in accordance with paragraph 11 of reference (a). Seriously injured is defined as immediate concern for loss of life.

(1) If member is terminally ill, very seriously/seriously ill or injured and is unable to communicate his or her desires, notification of PNOK/SNOK will be accomplished.

(a) In the case of casualties to Naval personnel diagnosed as terminally ill, or involving serious/very serious illness/injury the next of kin shall be notified as follows via the most appropriate rapid means of communications available:

1 Member is hospitalized in Navy Hospital - Commanding Officer of that facility will notify the PNOK and SNOK.

2 Member is hospitalized overseas in a non-Navy hospital - BUPERS will notify the PNOK and SNOK.

(b) Each notification, via other than telegram, must be confirmed via telegram by the command responsible for the initial notification unless the PNOK or the SNOK has specifically stated that written confirmation is not desired.

(c) An example of a telegram notifying the NOK of a terminally ill, seriously/very seriously ill or injured member is contained in reference (a).
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(2) Following the initial PCR:

(a) Progress and prognosis reports shall be submitted whenever any appreciable change in the condition of a

seriously/very seriously ill or injured member occurs, but at least once a week and the PNOK and SNOK shall be so advised via the most appropriate means of communication available.

5. A Personnel Casualty Report shall also be submitted on members who:

- a. Attempted suicide or made other suicidal gestures.
- b. Suffered psychotic or other serious psychiatric disorders.
- c. Suffered major amputations or disfigurements.
- d. Sustained extensively diminished vision or hearing.

The PCR shall be submitted in the same manner and format as that required for reporting seriously/very seriously ill/injured casualties. Unless the member states next of kin are not to be notified, notification of the PNOK and SNOK shall be accomplished in the same manner as that concerning notification of next of kin of seriously/very seriously ill or injured members. Periodic follow-up reports are not required.

6. At the time a terminally ill, seriously ill/injured patient is evacuated from overseas to a CONUS hospital, a telegraphic notification shall be made to the PNOK and SNOK:

- a. By the Commanding Officer of the Naval Hospital in which the member is hospitalized or:

- b. By the Bureau of Military Personnel if the member is hospitalized in other than a Naval Hospital advising:

- (1) That the patient is being evacuated to a hospital in the United States (naming the hospital when known); and

- (2) That due to uncertainties of transportation, the next of kin should not travel to the hospital until notified by the receiving hospital that the patient arrived.

7. When the attending physician or surgeon determines that the presence of the next of kin is medically warranted, Military Airlift Command (MAC) transportation can be provided for the NOK and one other family member of a seriously ill or injured member when the member is in an area overseas from the domicile of the PNOK, or if the family is overseas and the member is in the United States. Transportation will be provided from the port of
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embarkation and return to the port of debarkation. This is transportation only and does not include food or lodging. Reference (a) provides further amplification.

8. Duty Status Whereabouts Unknown (DUSTWUN). The uniformed services established an Interim Casualty Status to provide commands with sufficient time to evaluate circumstances of a member's disappearance in a non-combat environment. This Interim Casualty Status allows the on-scene commander a maximum of ten days to conduct a search, evaluate evidence, and determine the proper status of the member. DUSTWUN will be used by a unit commander for any member not present for duty or unaccounted for under circumstances which could suggest that the absence may be involuntary such as in the case of a lost hunter or fisherman. DUSTWUN will not be used in lieu of "Unauthorized Absence". Pay and allowance for members in DUSTWUN will be suspended on the date of disappearance. A CACO will be assigned for next of kin at the time the member is placed in DUSTWUN status. Any time during the ten day period, the on-scene commander can:

a. Report the member "Dead" even if remains are not recovered;

b. Place the member in an "Unauthorized Absence": or "Deserter" status; or

c. Place the member in a "Missing" status, thus invoking the provisions of the Missing Persons Act (37 U.S.C. 551-558). The member's final status must then be decided by the Secretary of the Navy or his designated representative for administration of the Missing Persons Act.

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Distribution: (COMOMAGINST 5216.1Q)
List I
List II (Case A)

PROCEDURES FOR QUARTERDECK WATCHSTANDERS

QUARTERDECK shall:

1. Take down the name and phone number of the person reporting the casualty and pertinent required information below:

a. Name of casualty: Grade/rate, full name, branch of service, social security number, (designator if an officer)

b. Type of casualty (auto accident, drowning, etc.)

c. Date, time (local), place, circumstances, and cause of casualty_____

d. Location and disposition of remains or casualty_____

2. Contact the Staff Duty Officer who will in turn notify the Commander, Chief Staff Officer, and Casualty Assistance Calls Officer.

3. Make appropriate log book entries.

4. Ensure the caller's name, phone number, and time of phone call is logged.

This information is considered to be highly sensitive. It is not to be discussed with anyone other than the above listed persons.

Enclosure (1)

PROCEDURES FOR DUTY YEOMAN

DUTY YEOMAN shall:

1. Obtain the member's service, health and dental records. Notify NAS Corpus Christi Officer of the Day (Ext: 2383), and they will consult the recall bill and forward your call to PSD.
2. Refer to MILPERSMAN, ARTICLE 4210100 - Personnel Casualty Reporting. Paragraphs 5 & 6 refer to the message required when a death occurs. Paragraph 11 refers to the message required when a service members is seriously injured.
3. Obtain the name and phone number where the NAS Corpus Christi Duty Chaplain may be reached in the event the CMDR/CSO desires it.
4. Contact the Staff Chief Yeoman, who will recall other yeomen as needed, to assist in casualty reporting.
5. Provide a copy of this directive for: CMDR, CSO, and Casualty Assistance Calls Officer (CACO).
6. Above all, remain calm and be ready to assist in any capacity as needed.

Enclosure (2)